

Digital Wellbeing in an AI-Enabled Workplace

Course Guide

A practical guide to healthy technology use, focus, capacity and sustainable performance.

BALANCE

CAPACITY

FOCUS



Digital wellbeing creates space for better work

Build a healthier relationship with technology without stepping away from its benefits.

Technology supports communication, collaboration, creativity and access to information. Used without intention, it can also increase distraction, overload and pressure.

Digital wellbeing is not about using technology less. It is about using technology better, protecting attention and creating the conditions for sustainable performance.

HEALTHY TECHNOLOGY USE
= SUSTAINABLE PERFORMANCE

BALANCE

Use technology intentionally.

FOCUS

Protect valuable attention.

CAPACITY

Create space for meaningful work.

ENERGY

Support renewal and recovery.

BOUNDARIES

Build healthy working rhythms.

CULTURE

Encourage positive team practices.

YOUR LEARNING JOURNEY

Eight lessons, one Digital Wellbeing Action Plan

Move from awareness to practical habits you can apply in everyday work.

01

DIGITAL WELLBEING

Balance and healthy technology use.

02

COGNITIVE LOAD

Information overload and attention.

03

HEALTHY BOUNDARIES

Habits, availability and recovery.

04

CREATING CAPACITY

Using Microsoft Copilot well.

05

DEEP WORK

Attention, focus and outcomes.

06

SUSTAINABLE PRODUCTIVITY

Energy, renewal and performance

07

HEALTHY CULTURE

Positive behaviours across teams

08

ACTION PLAN

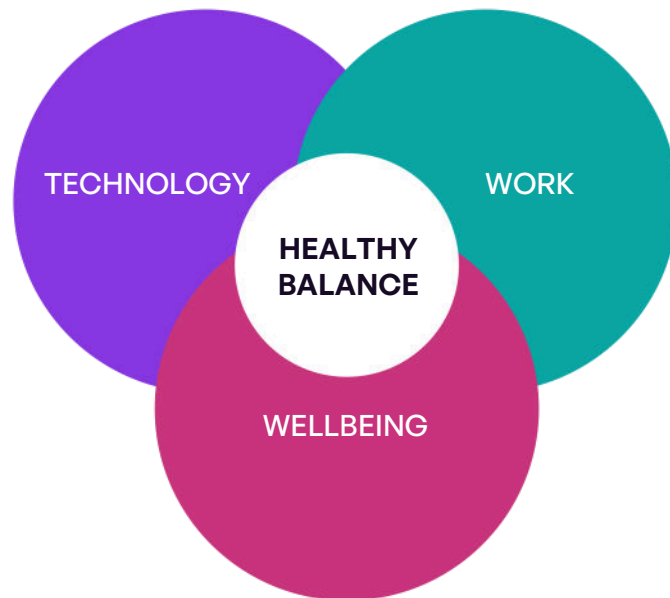
Reflection, action and sustainability

AWARENESS > BOUNDARIES > CAPACITY > FOCUS > SUSTAINABILITY

Awareness is the starting point

Recognise what supports wellbeing, then notice where attention and energy are being stretched.

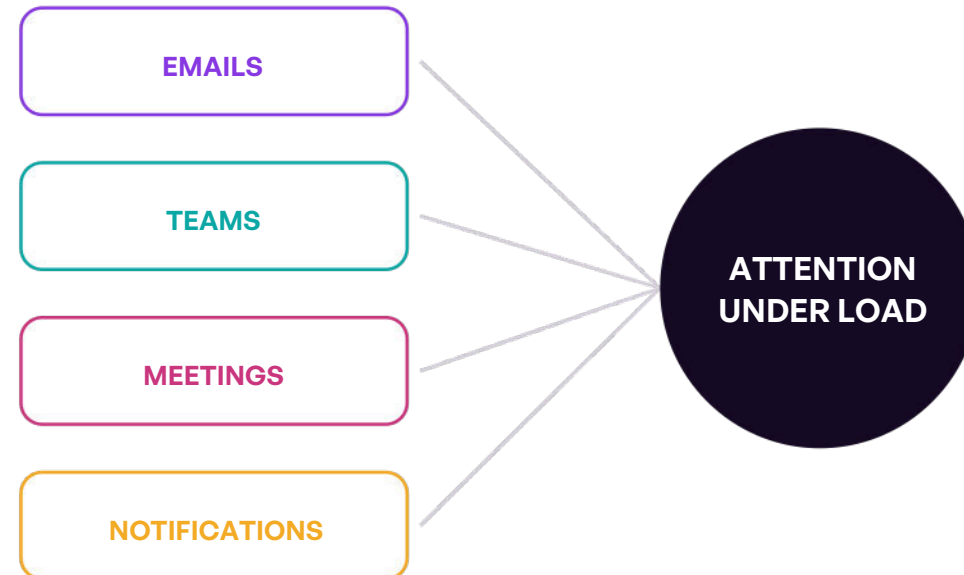
DIGITAL WELLBEING



Reflection

What supports your digital wellbeing, and what currently challenges it?

INFORMATION OVERLOAD



Key point

High cognitive load makes focus and decision-making more difficult. Awareness helps you respond intentionally.

Small changes can create meaningful space

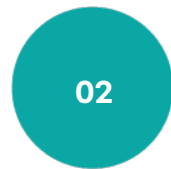
Build healthier rhythms, then use Microsoft Copilot to reduce friction in appropriate tasks.

A HEALTHY DAY RHYTHM



FOCUS

Protected
time



COLLABORATE

Shared
progress



LEARN

Build
capability



RECOVER

Renew
energy

HEALTHY BOUNDARIES

Protect concentration, learning and recovery.
The goal is awareness, not perfection.

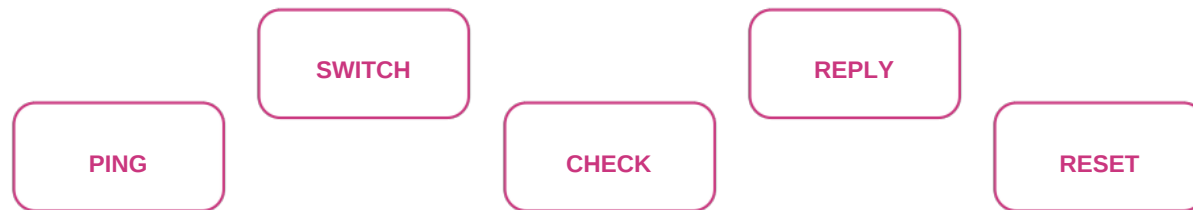
MICROSOFT COPILOT: CREATE CAPACITY

Summarise, draft and organise routine work to create more space for thinking, creativity, learning and wellbeing.

Protect attention, manage energy

The quality of focus shapes the quality of outcomes. Consistency requires effort and renewal.

CONSTANT INTERRUPTION



Fragmented attention increases the cost of completing meaningful work.

PROTECTED FOCUS TIME

DEEP WORK

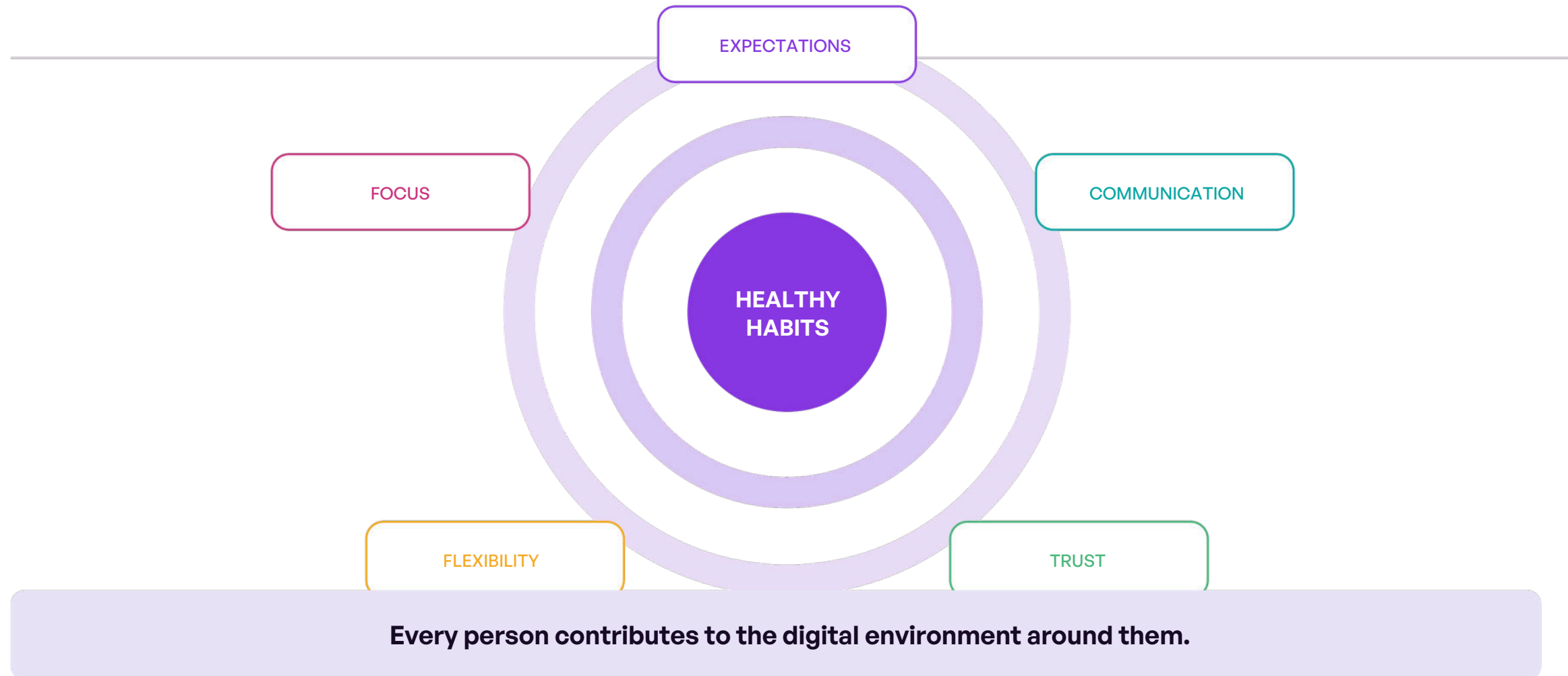
One important task.
Fewer interruptions.
Better-quality attention.

SUSTAINABLE PRODUCTIVITY



Positive behaviours spread

Digital wellbeing is shaped by shared expectations, communication patterns and every day choices.



Identify practical changes that support wellbeing, performance and sustainable ways of working

Focus on small actions that can create meaningful positive change.

01

What does digital wellbeing mean to you and why is it important in an AI-enabled workplace?

02

What aspects of your current working environment have the greatest positive and negative impact on your wellbeing?

03

Where do you currently experience the highest levels of digital overload?

04

Which digital habits currently support your wellbeing and productivity?

05

Which digital habits may be reducing your effectiveness, energy or wellbeing?

06

How could Microsoft Copilot help reduce friction, save time or create additional capacity in your work?

07

What actions could improve your focus, attention management and ability to concentrate on meaningful work?

08

What changes could improve digital wellbeing within your team, department or organisation?

09

What sustainable habits would help improve your wellbeing, energy and effectiveness over the next 90 days?

10

What three actions will you take over the next 30 days to improve your digital wellbeing and create more sustainable ways of working?

OPTIONAL BASELINE

Rate your current digital wellbeing from 1-10, considering energy, focus, boundaries, habits and sustainable productivity.